Job Title: Safety Training Compliance Specialist

Department: Human Resources

Immediate

Supervisor: Risk Management Administrator

Origination Date:	07/01/2004
Revision Date:	07/01/2012
Job Grade	607
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

This position performs professional-level safety work in the areas of administration and implementation of City safety policies and programs; and ensures that the City is in compliance with Occupational Safety and Health Administration (OSHA), Arizona Department of Occupational Safety and Health (ADOSH), and related safety and health standards. Provides technical support and training in multiple safety categories including the Department of Transportation (DOT) and other governmental regulations and legislation by developing, implementing, and coordinating related training classes. Position is responsible for all elements of the Workers' Compensation program including coordinating treatment and acting as the point contact for communication between employee, physician and supervision. Teaches driver safety courses and conducts accident/incident reviews with safety committee, assists the Risk Manager in the administration of health benefits, and provides increased compliance with internal and external mandated programs to improve the overall health and safety of City employees and the protection of assets.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	S	Conducts training classes for compliance and informational purposes. Conducts safety inspections, investigates fatal and non-fatal accidents and vehicle collisions. Prepares reports to determine cause and necessary corrective action. Evaluates City job sites and contractor sites for compliance with state and federal regulations. Conducts Hazard and Risk assessments using safety, industrial hygiene, emergency response, and occupational health fundamentals. Conducts risk management evaluations of various sites and reports the conditions observed. Reviews equipment and building renovations, construction, and demolition and provides recommendations regarding potential safety issues. Conducts ergonomic reviews of workstations and tools needed for corrective action. Conducts needs analysis in order to develop, coordinate, and instruct specialized and general safety training courses. Serves as a technical safety resource for departments to assist and guide management in resolving safety problems. Develops safe work procedures and guidelines. Mentors personnel assigned as safety representatives for respective departments. Provides technical support and training in multiple safety categories. Monitors corresponding governmental regulations and legislation and serves on various committees and task forces.

	Physical Strength Code	ESSENTIAL FUNCTIONS
2	S	Develops programs, reviews, interprets, and analyzes loss data and projects future losses and training needs. Maintains training records and coordinates and corresponds to ensure training occurs in a timely manner.
3	S	Provides administrative support for employee insurance programs (health, life, and dental) including responding to requests for information; providing reports on historical data; participating in open enrollment; participating in educational and wellness programs, acting as backup to the Risk Management Administrator; participating in the annual communication plan to employees; and providing positive support in an expeditious manner to all employees and management.
4	S	Maintains all elements of the Workers' Compensation program including claims filing, Occupational Safety and Health Administration (OSHA) 300 log, entry into the Risk Information, Management, System (RIMS)., coordination of communication training, and follow up of all elements relating to the program in preparation for self- insurance.
5	S	Tracks and schedules Commercial Driver's License tests, hearing tests, and workers' compensation appointments.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read general correspondence, memorandums, letters, reports, and federal, state, and city regulations and laws.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. Must have the ability to create statistical reports on injury rates, premiums, industry averages, and ratios.
Writing	Work requires the ability to write business memorandums, statistical reports, and office correspondence.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized
Budget Responsibility	Has no budgetary responsibility.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☑ Making presentations ☑ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O □ F □ C	☒ File drawers☐ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	⊠Stairs Ladders Step stools Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R ☑ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N ⊠ R □ O □ F □ C	☒ On ladders☒ On equipment☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R ☑ O □ F □ C	☑ Paperwork☑ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☑ From computer to telephone☑ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	·		

Physical Demands (continue	d)							
Machines, Tools, Equipment	t and Work	Aids:						
All office equipment: Copier, Printer, C			chine, Vehic	cle.				
Computer Equipment and S	oftware:							
Word, Excel, Risk Information Manage	ment System (R	I.I.M.S.), Lotus	Notes					
Environmental Factors:								
Environmental Condition	ons	Never	Seasonal	ly Several 7 Per Mo		Several Ti Per Wee		Daily
Extreme temperature (heat, cold, extreme temp. changes fr	rom outsido		\boxtimes					
work)	om outside		[2]					u u
Wetness and/or humidity (bodily discomfort from moisture)			\boxtimes				· <u> </u>	
Respiratory hazards								
(fumes, gases, chemicals, dust and di	rt)			X				
Noise and vibration (sufficient to cause hearing loss)				×				
Physical hazards						_		_
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive	×						
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel		Occasionally		Frequently		Constantly
	Never	Less than		3 or more of		n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	еек	the time	Ol	the time	1	the time
Chemical hazards		X						
Electrical hazards		X						
Fire hazards		X						
Explosives								
Communicable diseases	\boxtimes							
Physical danger or abuse	\boxtimes							
Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)								
Protective Equipment Requi	ired:							
Hard Hat as needed								

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☑ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work			×	
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
b Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.